

# 2018 STATE FLAG FOOTBALL EVENT HANDBOOK

SPECIAL OLYMPICS



1968 - 2018

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### **Emergency Telephone Numbers**

Tournament Central	309-825-9747
Fire Department - Non-emergency	309-477-2388 (or 911)
Police Department - Non-emergency	309-346-3132 (or 911)
Unity Point Health Hospital	309-347-1151
Unity Point Health East Hospital	309-353-1822
Event Status Number	309-888-2000 ext 245

### **Cancellation or Postponement**

The final decision to cancel or postpone an event will rest with the Games Director. If in doubt call the Event Status Hotline at 309-888-2000 ext 245 or check the Special Olympics Illinois website at [soill.org](http://soill.org). You can also receive updates via our text alert system by texting Flag2018 to 77453. The Text Alert System will be open for registration starting October 23.

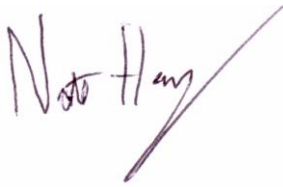
Hello,

Congratulations and welcome to the 2018 Special Olympics Illinois State Flag Football tournament! The staff of Special Olympics Illinois and the State Flag Football Committee extend their best wishes for your athletes' success at this year's tournament.

This handbook is designed to answer as many of your questions as possible and make your trip to the tournament an enjoyable experience. Instructions for registration, meals, the Opening Ceremony, medical assistance, a tentative schedule of events and other general information is contained in this handbook. Please make sure to read the handbook carefully since there have been changes made since last year.

During the tournament, please take time to thank the many volunteers who make this competition the success that it is. Also, take a moment to thank the staff at the Avanti's Dome and the Pekin community for being a part of the Special Olympics Illinois State Flag Football.

Good luck,

A handwritten signature in blue ink that reads "Nate Henry". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Nate Henry  
Director of State Championships

# 2018 State Flag Football Coaches Handbook

## Table of Contents

<b>Spectator Code of Conduct</b>	1
<b>Competition Information</b>	
2018 Tentative Schedule of Events	2
Coach's Responsibilities	3
Registration/Wristbands	4
Team Competition	4
Team Brackets	5-6
Disqualification/Filing Protests	6-7
Awards	7
Results	7
<b>Meals</b>	8
<b>Medical Information</b>	8
<b>Activities/Entertainment</b>	
Opening Ceremony/Parade of Athletes	8
Souvenirs	8
Family Program	8
<b>Safety</b>	
Water Safety Policy	8
Alcohol Policy	9
<b>Concealed Carry &amp; Prohibited Weapons</b>	9
<b>Reporting Possible Criminal Acts</b>	9

## **Spectator Code of Conduct**

As fans (family, friends and supporters) of Special Olympics athletes, it is expected that everyone will play a positive role at Special Olympics Illinois events by following these codes for conduct:

1. Refrain from using abusive or offensive language towards anyone: officials, coaches, opponents and fellow spectators.
2. Remember that athletes are amateur athletes and the coaches and officials are volunteers.
3. An understanding of the rules may lead to a more positive experience at the event. All Special Olympics Illinois sports follow the designated National Governing Body (NGB) rules and any exceptions or modifications to those rules are included in the Special Olympics Illinois Rules Interpretations for the sport. A list of the designated NGB rules and the Rules Interpretations can be found at [www.soill.org](http://www.soill.org) in the coach section.
4. Keep in mind the Special Olympics oath and remember that winning is not the emphasis of Special Olympics competition.
5. Coaches should be the ones to do the coaching. Please refrain from shouting instructions to athletes.
6. Spectators and fans are prohibited in the competition areas. Only registered coaches, athletes and officials should be in the playing area.
7. ALL CHEERS should be positive and display good sportsmanship. Derogatory comments directed to players, coaches and officials will not be tolerated.
8. Follow instructions or directives given by officials, volunteers or Special Olympics Illinois staff.
9. Special Olympics Illinois has a no tolerance policy to physical altercations involving coaches, athletes, unified partners, volunteers, spectators, family members, etc.

Any spectator who fails to follow directives given by volunteers, officials or Special Olympics Illinois staff or does not adhere to the code of conduct items above will be reprimanded. A reprimand could include one of the following:

Will be escorted from the venue;

Will be banned from attending future events for a given period of time;

Will be permanently banned from attending any Special Olympics Illinois event.

# Special Olympics Illinois 2018 State Flag Football

## Tentative Schedule of Events

### Sunday, November 4, 2018

7:30am - Noon	Team Registration
8:00am - 2:00pm	Souvenir Sales
8:30am – 8:45am	Opening Ceremony
9:00am – 4:00pm	Competition
8:30am - 2:00pm	Family Information and Registration Area Open
11:00am - 1:30pm	Lunch

## **Coach's Responsibilities**

It is important that coaches are adequately prepared to deal with the athletes for an extended period of time.

1. The coach is responsible for the athletes 24 hours a day. It is up to the coach to ensure the athletes' physical and emotional needs are met during the tournament.
  - a. Be sure athletes are properly warmed up prior to competition.
  - b. Be sure needed first aid is administered promptly. Bring a first aid kit if possible to deal with minor problems not needing professional attention.
  - c. Be sure athletes are getting adequate rest.
  - d. Be sure athletes eat properly and avoid overeating or missing meals.

NOTE: If an athlete requires a special diet, it is the responsibility of the coach to provide for the athlete's needs. For special diets, bring a cooler with all the proper foods.
2. Each coach should be aware of the athlete's possessions. Check for lost items at Tournament Central.
3. The coach is expected to be totally familiar with the medical conditions, precautions and medication requirements of the athletes. It is the coach's responsibility to administer medication. Knowledge of the medication regimen (what, how much and when) is essential.
4. The coach is required to carry a copy of the valid Application for Participation for each athlete at all times.
5. The coach must ensure that the wristband is worn by the athlete at all times.
6. The coach must be totally familiar with all schedules. Make sure that the athletes are on time for their games or events so they do not miss the opportunity to compete.
7. The coach is expected to be familiar with sports rules.
8. **NO ALCOHOLIC BEVERAGES ARE ALLOWED.** Agencies breaking alcohol use rules will be disciplined by Special Olympics Illinois.
9. **SMOKING IS NOT PERMITTED AT THE VENUE SITES.**
10. Communicate with families of the athletes. Inform them of the upcoming tournament and encourage them to attend the Special Olympics Illinois State Flag Football.

## **Registration**

**Location:** Avanti's Dome

**Time:** 7:30am - Noon

**Date:** Sunday, November 4, 2018

1. Only the Head Coach should report to the registration area and bring a state or federal issued photo ID.
2. Verify numbers of coaches and athletes who are actually attending the tournament. The Head Coach will either agree to verify the identity of all of his/her agency coaches/chaperones or these individuals will be required to present their photo ID for verification.
3. Report the names of those registered as of Scratch Deadline but unable to attend (no shows). No mementos, wristbands or meal tickets will be issued in the name of "no show" athletes, Unified partners or coaches.
4. The Head Coach must count meal tickets, wristbands and mementos at the registration table to be certain adequate numbers have been included in the packet.
5. Receive the tournament Coaches Packet containing:
  - a. Computer printout listing your agency's athletes and their divisions.
  - b. Wristbands for athletes and Unified partners.
  - c. Meal tickets for athletes, Unified partners and coaches.
  - d. Tournament mementos for athletes, Unified partners and coaches.
  - e. Tournament flyers.

## **Wristbands**

Wristbands must be worn at all times. A wristband for each athlete and Unified partner will be provided at registration. The Head Coach is responsible for ensuring that he/she has the proper number of wristbands before leaving the registration area. Bring broken wristbands to Tournament Central for replacement.

## **Team Competition**

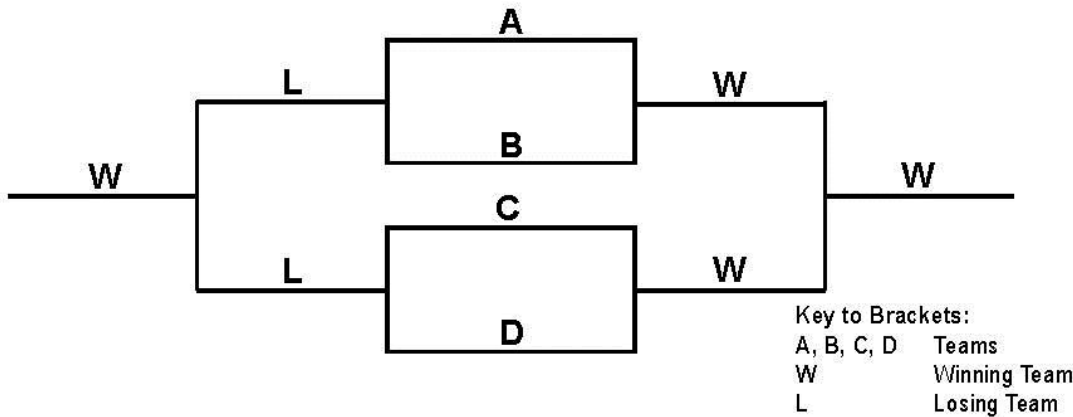
1. Please arrive at least 30 minutes prior to game time to warm up and discuss game situations with officials.
2. Games will start as scheduled.
3. Teams not ready to play within 10 minutes of the designated starting time will forfeit the game.
4. Special Olympics Illinois rules will govern all Special Olympics Illinois State Flag Football Tournament play.
5. Special Olympics Illinois flag football staff will make all final decisions.
6. Wristbands must be worn during all tournament play.
7. Athletes competing in the flag-football team competition will be required to wear appropriate attire. Athletes will not be allowed to wear jewelry or awards during competition. No jeans, jean shorts or street shoes will be allowed to be worn during the competition. No metal spikes, hiking boots, or other equipment deemed dangerous by officials will be allowed. Athletes will be expected to dress appropriately for the weather and competition. All participants must have a playing uniform consisting of matching shirts, shorts or pants, and matching numbers on the front and back which can be tucked in at the waist to avoid obstruction of flag pulling. Shorts and pants must have no pockets. A protective mouthpiece must be worn at all times. A one-piece, three-flag Triple Threat belt will be worn during the games at all times. Athletes not in the proper attire will be disqualified.



## Team Brackets

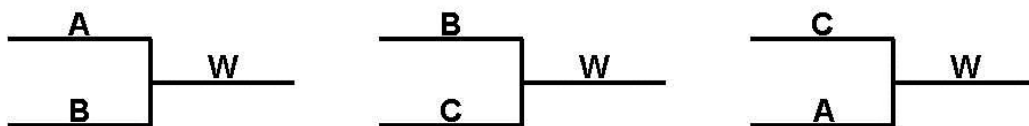
Team brackets indicating divisions and game times will be mailed to agency coaches prior to the tournament. The goal of Special Olympics Illinois is to create four team divisions whenever possible for all state tournament play. In some cases, divisions of two or three teams must be designed in order to provide appropriate competition at state tournaments. In such cases, special rules apply so that each team is given a fair and equal opportunity to achieve success. The following explanation covers all bracketing procedures to be employed by Special Olympics Illinois for tournament play.

**Four Team Division:** In a four team bracket, each team plays two games. Teams that win first round games move to the right side of the bracket, and teams that lose first round games move to the left side of the bracket. The two winning teams then play for 1st and 2nd place; the losing teams play for 3rd and 4th place. When possible, first round games will be played on one day and 3rd/4th place games and championship games played on the following day.

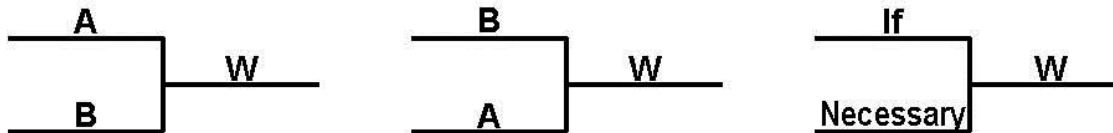


**Three Team Division:** All play is round robin style. In these divisions, three games will be played with each team competing twice. The team with the best record at the end of the three games will receive first place. If all three teams win one game and lose one game, places of finish will be determined:

1. By the point differential in the games played during the tournament.
2. If the point differential is the same, by the total points scored by each team during the tournament (highest scoring team receives first place).
3. If point differential and point totals are the same, by fewest number of strike outs in the games played during the tournament.



**Two Team Division:** All play is best two of three games. Teams will be given adequate time to rest between games and should a division go to a third game, the final game will be highlighted for its championship status. In two team divisions, first round games will be played on one day with second round games played the following morning and third round games, if necessary, played late in the afternoon.



### Disqualification

Disqualifications will be handled in accordance with Special Olympics Illinois' Disqualification Process (08/01/05):

1. It is the coach's responsibility to be aware of disqualifications at all times. Event officials will be signaled of infractions by course judges. Event officials will not announce disqualifications to the general audience.
2. Disqualified athletes will be given notice of the rule infraction upon completion of the event.
3. A Competition Rules Committee will be available to hear questions concerning disqualified athletes.
4. Awards will be presented upon completion of the event which includes:
  - a. running of the event; b. notice of disqualification if necessary;
  - c. appeal of disqualification if brought forth; and d. final decision of Competition Rules Committee.
5. Decisions of the Competition Rules Committee will be final and binding.
6. Disqualified athletes will receive a participation ribbon. An athlete who is disqualified for unsportsmanlike conduct will not receive a participation ribbon.
7. No disqualification protest will be heard once awards have been completed.

### Filing Protests

1. Protests to Games Rules Committee may only be made concerning Game presentation, structure, and conduct.
2. Protests to the Competition Rules Committee may only be made concerning competition of athletes or partners within a venue, where within that competition; rulings are either made or not made in regard to the fairness and equity of the competition. Procedural or technical issues may be protested. Judgment calls made by officials cannot be protested.
3. Protests must be presented by the Coach to the Head Official of the event immediately in an oral fashion so that other event officials may be made aware of the appeal. Any verbal protests should be made prior to the presentation of awards.
4. If the awards presentation has taken place the registered sport coach has 30 minutes after the awards presentation to file a protest. A corrected awards presentation will be made to that athlete if needed.
5. The Head Official may rule on appeals immediately, but if the response of the Head Official does not resolve the protest, a formal protest may follow.

6. All formal protests must be made by the registered sport coach within one hour of the event in question.
7. All formal protests must be made on the specified form (available from the Head Official).
8. All protests will be brought to the attention of the Competition Rules Committee for final resolution. The decision of this committee will be final and binding unless this committee concludes that the protest concerns Games presentation, structure, and/or conduct, at which time the committee will refer the protest to the Games Rules Committee.

### **Awards**

Awards for will take place immediately following the competition. In case of protests, awards for the division in question will be presented once the protest is adjudicated by the Rules Committee. Medals will be awarded to all athletes who finish first, second or third in official sports while ribbons will be awarded to 4<sup>th</sup> place finishers. Trophies will be presented to gold-medal teams. In cases of disqualification, athletes will receive a participation ribbon. Please do not delay awards presentations for picture taking. In cases of ties, awards will be presented using the Olympic format, i.e., 1st, 2nd, 2nd, 3rd, 4th, 5th, 6th, 7th. Awards presentations will be conducted at each competition venue.

### **Results**

Special Olympics Illinois will post the results on the website at [www.soill.org](http://www.soill.org) after the Tournament. Go to the Results Table to secure a team's scores or place of finish; do not ask event officials or awards presenters; this will delay the process of presenting awards to Special Olympics athletes. Results will be set up at each of the competition venues.

### **Meals**

Athlete and coach meal tickets must be presented to receive lunch. Meal times are:

Sunday Lunch	11:00am - 1:30pm	Avanti's Dome
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If an athlete requires a special diet, it is the responsibility of the coach to provide for the athlete's needs. Provisions for special dietary needs of athletes or coaches cannot be made by Special Olympics Illinois.

### **Guest/Family Meals**

Concessions are available at the Avanti's Dome. There are also a variety of restaurants in the Pekin area. Information about area restaurants will be available at the Family Center (see page 11). Meals are provided only to registered athletes and coaches.

## Medical Information

Trained medical personnel will be on-site during competition.

Special Olympics Illinois has an accident insurance policy which provides secondary coverage for all athletes, coaches and volunteers. This is provided as backup coverage to your personal insurance. Accident claim forms are available at Tournament Central.

Coaches MUST carry a copy of each athlete's current Special Olympics Illinois Application for Participation with them at all times.

## Opening Ceremony & Parade of Athletes

The Opening Ceremony begins at 8:30 am at the Avanti's Dome. There will be a parade of athletes and all other components of a typical Opening Ceremony.

## Souvenirs

Souvenir items will be sold from 8:00am – 3:00pm. Items range from \$1 to \$55 and will include clothing and other traditional souvenir items. The vendor will sell State Flag Football Tournament specific t-shirts and sweatshirts. Cash and most major credit cards are accepted. CHECKS ARE NOT ACCEPTED. Souvenir items are offered by Minerva Promotions and a percentage of sales are given to Special Olympics Illinois.

You can save time and pre-order items and pick them up on-site. If you want to personalize any items then you must pre-order them. On-site customization is not offered at the tournament. **Minerva Promotions is offering a free 50<sup>th</sup> Anniversary Pop Socket with every preorder!** Please go to [www.soillstatestore.com](http://www.soillstatestore.com) to view items and submit your preorder.

## Families

Stop by the family registration located in the main lobby to receive you event packet and a raffle ticket for the FREE Raffle. **Don't forget to wear your credentials.** If you don't have famiy credentials, you can order them at the event – these are FREE to families. Hours are as follows:

**Hours:** 8:30am - 2:00pm Sunday

## Water Safety Policy

All Special Olympics Illinois swimming training, competition and recreational sessions are conducted in accordance with basic safety practices as specified in the Special Olympics Sports Rule Book, Section C of the swimming section. Briefly, this policy specifies that in all swimming activities, there must be a certified lifeguard on duty while Special Olympics Illinois athletes are in the water. This policy is in place for training and competition as well as recreational swimming activities off-site, such as use of a hotel pool.

## **Alcohol Policy**

No alcoholic beverages are allowed during competition or at the venue sites. Alcohol consumption by athletes, coaches or partners is not be permitted. Individuals breaking alcohol use rules will be disciplined by Special Olympics Illinois.

## **Concealed Carry & Prohibited Weapons**

The Avanti's Dome has a weapons policy for their venues. All visitors, faculty and staff at both venues are prohibited from possessing, storing, carrying or unlawfully using any weapon or firearm on either property even if that person has a valid federal or state license to possess or carry a firearm. The policy applies to those with concealed carry permits. Violations of the policy will immediately be reported to the appropriate police department for investigation and probable criminal charges.

## **Reporting Possible Criminal Acts**

The following actions should be taken if a coach, chaperone, athlete, family member, spectator or volunteer witnesses an alleged criminal act, is informed that an alleged criminal act was committed or is the victim of an alleged criminal act:

- a. If the alleged criminal act occurs at any venue, immediately contact a Special Olympics Illinois staff member or venue director closest to the place of the incident. The venue director will immediately contact a Special Olympics Illinois staff member. A staff member will immediately call the local police agency with jurisdiction.
- b. If the alleged criminal act occurs at the hotel where the team is staying, immediately call the local police department. Special Olympics Illinois does ask to be informed of the incident as soon as reasonably possible.

**Let me win.  
But if I cannot win,  
Let me be brave in the attempt.**  
— Special Olympics Oath

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[www.soill.org](http://www.soill.org)



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